

There will be an **Annual Meeting**

of the

Seneca County IDA

as follows:

Thursday

January 6, 2022

@ 12:00 pm

Heroes Conference Room

Seneca County Office Bldg., 3rd Floor

One DiPronio Drive

Waterloo, New York

****This meeting is being held "in person" and is open to the public****

ALL ATTENDEES MUST WEAR A MASK

The meeting will be livestreamed on our website at:

<https://www.senecacountyida.org/livestream>



LOCAL VALUES. FORWARD VISION.

**SENECA COUNTY
INDUSTRIAL DEVELOPMENT AGENCY**

**Thursday, January 6, 2022 @ 12:00 P.M.
Heroes Conference Room
One DiPronio Drive
Waterloo NY 13165**

AGENDA

1. Election of Officers for 2022 V _____
2. Approval of IDA Meeting Minutes of December 2, 2021 V _____
3. Approval of IDA Financial Statements thru November 2021 V _____
4. IDA Board Member Annual Disclosure Forms for 2022
5. Resolutions Required for Audit:

 Group 1..... R _____
 • 2022-01 Designation of Banking Institutions

 Group 2..... R _____
 • 2022-02 Check Signatures
 • 2022-03 Legal Counsel
 • 2022-04 Agency Accountant / Bookkeeper
 • 2022-05 Agency Auditor
 • 2022-06 Chief Executive Officer
 • 2022-07 Chief Financial Officer
6. Standing Item – Update / Seneca County Chamber of Commerce– Jeff Shipley
7. Standing Item – Update / Seneca County Board of Supervisors – Don Trout
8. Other Business
9. Consideration of Executive Session
10. Adjournment

SENECA COUNTY
INDUSTRIAL DEVELOPMENT AGENCY
MEETING MINUTES

Regular Meeting
Thursday, December 2, 2021
12:00 Noon
Heroes Conference Room
One DiPronio Drive
Waterloo, NY 13165

Attendance:

Board Members Present:	Steven Brusso, Chair; Stephen Wadhams; Suzanne Cirencione <i>(via Phone)</i> , Tom Murray, Jeff Shipley and Bruce Murray <i>(left after Executive Session)</i>
Board Members Absent	Thomas Kime and Don Trout
Staff Attending:	Sarah Davis, Executive Director; Patricia Jones, Deputy Director; Kelly Kline, Office Manager
Others Attending:	Robert Kernan, CFO; Patrick Nicoletta, Tom Fromberger, and Jared Shepard of MRB Group

Call to Order:

Chairman Brusso called the meeting to order at 12:00 p.m. A quorum of the Agency's members were present.

Approval of IDA Meeting Minutes of November 4, 2021

The minutes of the Agency's meeting of November 4, 2021 had been sent to Board members prior to the meeting. A motion was made by Mr. Tom Murray to approve the minutes. Seconded by Mr. Wadhams. Motion carried.

Approval of November 2021 Financial Statements:

The November 2021 financial statements had been mailed to board members prior to the meeting. Mr. Brusso summarized the financial statements for the board. A motion was made by Mr. Bruce Murray to approve the financial statements. Seconded by Mr. Tom Murray. Motion carried.

Approval of Items to be Disposed per Supplies and Equipment Policy:

In accordance with the IDA's Supplies and Equipment Policy, a list of obsolete office items is to be presented to the board for disposal. There are no disposable items for 2021.

Board Meeting Schedule 2022:

A proposed meeting schedule for the monthly 2022 IDA Board Meetings had been mailed to Board Members prior to the meeting. The updated schedule can be found on the IDA Website.

Grant Status Report:

Currently there is one IDA grant from Empire State Development for \$600,000 for Working Capital. The first reimbursement of \$11,459.93 was received in 2019 for Marketing and Professional Services. The second reimbursement of \$177,827.07 was received in March of this year for costs relating to the Strategic Plan, upgrades to IDA Website and the Assessment for Hillside. The remaining grant funds in the amount \$110,713 will be used towards the newly proposed Industrial Park. The Grant expires on June 30, 2022.

Standing Item – Update / Seneca County Chamber of Commerce:

Mr. Shipley gave the following update to the board. One Seneca is continuing to have their weekly meetings. Currently, there is federal infrastructure grant/bill that has implications on the state for everything from roads and bridges to broadband. Currently Seneca County does not have an inventory of broadband infrastructure as it relates to residential. New York State has started the NYS broadband assessment program and they have an online survey which is collecting data from communities regarding access to broadband, speed rates etc. One Seneca is encouraging the public, businesses as well as the board to take the survey. By participating in this survey, you will help the state understand more about issues relating to broadband availability and adoption in Seneca County and the State. The survey and speed test can be found at: <https://www.empirestatebroadband.com/speed-test>

Standing Item – Update / Seneca County Board of Supervisors (BOS):

Mrs. Davis noted that the proposed Wilkins RV project in the Town of Tyre is still in discussion with the County to hook into the sewer line along Route 414 and to help with discussions with del Lago and the possibility of tying into their line.

Annual Report from IDA Executive Director:

A copy of the Report was provided to Board Members prior to the meeting. Mrs. Davis gave the following update to the board:

Staff has continued to build on the success the agency had in 2020. So far, 2021 is shaping up to be our second cash flow positive year in a row, with 2022 sure to follow the same trajectory. There has also been an increase in the number of IDA projects and Business Retention & Expansion (BR&E) visits this year.

Of the six projects the IDA has considered this year, one was for a loan, four were for PILOTs, and the remaining one was for a property sale, loan, and PILOT. By industry, two projects were in agriculture, two in solar/renewable energy, one in manufacturing, and one in retail tourism. When broken down geographically, the projects spanned the towns of Romulus, Fayette, Lodi, Seneca Falls, Tyre, and Waterloo.

Of the 48 BR&E visits staff have conducted (not counting those scheduled for December), 11 have been to agriculture companies, one automotive, one construction, one business and professional services, one hospitality, fourteen manufacturing, one non-profit, one real estate development, three recreation and tourism, four transportation, and ten winery/craft beverage facilities.

Other major highlights for the year include:

- Continued development of the Deer Run Industrial Park where we are currently under contract for the sale of lots 1 & 2, leaving only 2 additional lots remaining
- Ongoing implementation of the Seneca County Economic Development Strategic Plan through the One Seneca group, which will be presenting its recommendations on infrastructure investment projects to the Seneca County Board of Supervisors in mid-December
- Ongoing efforts to improve the IDA's visibility in the community as evidenced by the increase in news coverage we have received this year (41 stories in 2021 compared to 34 in 2020)
- Exploration of future industrial park sites and undertaking of a feasibility study to select one for future development
- Transfer of the operations at Sampson Veterans Memorial Cemetery to Seneca County, which was followed shortly thereafter by its designation as New York State's first state-owned veterans' cemetery
- Transfer of the Route 414 sewer line to Seneca County to be incorporated into Water District #3
- Finalizing the transfer of the Army's Retained Environmental Sites at the Seneca Army Depot
- Transfer of the Sutton Road Airfield deed to Seneca County

Looking ahead to next year, Mrs. Davis noted that staff would like to maintain progress from 2021 and secure six new business expansion or attraction projects and perform at least another 50 BR&E visits.

Other Business:

Recognition of Board Member Stephen Wadhams:

Chairman Brusso advised Board Members that Mr. Wadhams term ends on December 31, 2021 and he has decided not to renew for another term. On behalf of the Board and Staff, Chairman Brusso thanked Mr. Wadhams for his six years of service and the tremendous contribution has made as a Board Member and Officer.

Executive Session:

Chairman Brusso requested a motion to enter into Executive Session under Public Officers Law, Article 7, Section 105, to discuss the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation AND the proposed acquisition, sale or lease of real property, where publicity could substantially affect the value thereof. A motion was made by Mr. Wadhams at 12:24 pm to enter into Executive Session. Seconded by Mr. Tom Murray. Motion carried. Mr. Wadhams recused himself from Executive Session during discussions regarding real property. A motion was made by Mr. Tom Murray at 1:20 p.m. to come out of Executive Session. Seconded by Mr. Shipley. Motion carried

Mr. Wadhams re-entered the meeting via phone.

Mr. Bruce Murray left the meeting after Executive Session.

Salary Adjustment:

A motion was made by Mr. Tom Murray to approve the increase of the annual salary of the Executive Director, Sarah Davis to \$94,000 beginning January 1, 2022. Seconded by Mr. Wadhams. Members Brusso, Wadhams, T. Murray, and Cirencione. Shipley voted "yea." Mr. Kime, Bruce Murray and Mr. Trout were absent. Motion carried.

Adjournment:

A motion to adjourn the meeting was made by Mr. Tom Murray. Seconded by Mr. Shipley. Motion carried. The meeting adjourned at 1:25 p.m.

The next regular scheduled meeting will be held on January 6, 2022 at **12:00 Noon.**

Respectfully submitted,

Steve Brusso
Chairman

pc: Margret Li, Clerk to the Board of Supervisors

IDA RESOLUTIONS 2022

* * * * *

Group 1

- 2022 -01 Designation of Banking Institutions

Group 2

- 2022-02 Check Signatures
- 2022-03 Legal Counsel
- 2022-04 Agency Accountant/Bookkeeper
- 2022-05 Agency Auditor
- 2022-06 Chief Executive Officer
- 2022-07 Chief Financial Officer

Resolution # 2022 – 1**Seneca County Industrial Development Agency
Designation of Banking Institutions**

RESOLVED, that the Seneca County Industrial Development Agency does hereby designate the following banks as the institutions to be used for banking purposes during year 2022:

Chemung Canal Trust Company	Community Bank, NA
M&T Bank	Five Star Bank
Generations Bank	Lyons National Bank
Generations Commercial Bank	Savannah Bank, NA

The above resolution was approved by the Seneca County Industrial Development Agency on January 6, 2022

	<i>Yea</i>	<i>Nay</i>	<i>Abstain</i>	<i>Absent</i>
Steven Brusso	[]	[]	[]	[]
Suzanne Cirencione	[]	[]	[]	[]
Thomas Kime	[]	[]	[]	[]
Bruce Murray	[]	[]	[]	[]
Tom Murray	[]	[]	[]	[]
Jeffery Shipley	[]	[]	[]	[]
Don Trout	[]	[]	[]	[]



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Resolution # 2022 – 2

Seneca County Industrial Development Agency Designation of Persons Authorized to Sign Agency Checks

RESOLVED, that the following officers are authorized to sign checks issued by the Seneca County Industrial Development Agency during year 2022:

Chairman
Vice Chairman
Secretary
Treasurer
Executive Director
Deputy Director
Chief Financial Officer

As required by the By-laws of the Seneca County Industrial Development Agency, all checks shall be signed by two of the above individuals.

The above resolution was approved by the Seneca County Industrial Development Agency on January 6, 2022

	<i>Yea</i>	<i>Nay</i>	<i>Abstain</i>	<i>Absent</i>
Steven Brusso	[]	[]	[]	[]
Suzanne Cirencione	[]	[]	[]	[]
Thomas Kime	[]	[]	[]	[]
Bruce Murray	[]	[]	[]	[]
Tom Murray	[]	[]	[]	[]
Jeffery Shipley	[]	[]	[]	[]
Don Trout	[]	[]	[]	[]



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Resolution # 2022-3

Seneca County Industrial Development Agency

Designation of Legal Counsel and Bond Counsel

RESOLVED, that the Seneca County Industrial Development Agency will utilize the following Legal Counsel for the year 2022:

The Halpin Law Firm for Legal Counsel and Bond Counsel

The above resolution was approved by the Seneca County Industrial Development Agency on January 6, 2022

	<i>Yea</i>	<i>Nay</i>	<i>Abstain</i>	<i>Absent</i>
Steven Brusso	[]	[]	[]	[]
Suzanne Cirencione	[]	[]	[]	[]
Thomas Kime	[]	[]	[]	[]
Bruce Murray	[]	[]	[]	[]
Tom Murray	[]	[]	[]	[]
Jeffery Shipley	[]	[]	[]	[]
Don Trout	[]	[]	[]	[]



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Resolution # 2022 – 4

Seneca County Industrial Development Agency

Designation of Accountant / Bookkeeper

RESOLVED, that the Seneca County Industrial Development Agency will utilize the following accountant / bookkeeper for the year 2022:

Dermody, Burke, & Brown

Eleanor Beattie, Bookkeeper

The above resolution was approved by the Seneca County Industrial Development Agency on January 6, 2022

	<i>Yea</i>	<i>Nay</i>	<i>Abstain</i>	<i>Absent</i>
Steven Brusso	[]	[]	[]	[]
Suzanne Cirencione	[]	[]	[]	[]
Thomas Kime	[]	[]	[]	[]
Bruce Murray	[]	[]	[]	[]
Tom Murray	[]	[]	[]	[]
Jeffery Shipley	[]	[]	[]	[]
Don Trout	[]	[]	[]	[]



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Resolution # 2022- 5

Seneca County Industrial Development Agency

Designation of Auditor

RESOLVED, that the Seneca County Industrial Development Agency will utilize the following audit firm for the year 2022:

Raymond F. Wager, CPA, P.C., a division of
Mengel Metzger Barr & Co. LLP

The above resolution was approved by the Seneca County Industrial Development Agency on
January 6, 2022

	<i>Abstain</i>	<i>Absent</i>	<i>Yea</i>	<i>Nay</i>
Steven Brusso	[]	[]	[]	[]
Suzanne Cirencione	[]	[]	[]	[]
Thomas Kime	[]	[]	[]	[]
Bruce Murray	[]	[]	[]	[]
Tom Murray	[]	[]	[]	[]
Jeffery Shipley	[]	[]	[]	[]
Don Trout	[]	[]	[]	[]



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Resolution # 2022 -6

Seneca County Industrial Development Agency

Appointment of Chief Executive Officer

RESOLVED, that the Seneca County Industrial Development Agency hereby appoints as Chief Executive Officer for the year 2022:

Sarah R. Davis

The above resolution was approved by the Seneca County Industrial Development Agency on January 6, 2022

	<i>Yea</i>	<i>Nay</i>	<i>Abstain</i>	<i>Absent</i>
Steven Brusso	[]	[]	[]	[]
Suzanne Cirencione	[]	[]	[]	[]
Thomas Kime	[]	[]	[]	[]
Bruce Murray	[]	[]	[]	[]
Tom Murray	[]	[]	[]	[]
Jeffery Shipley	[]	[]	[]	[]
Don Trout	[]	[]	[]	[]



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Resolution # 2022- 7

**Seneca County Industrial Development Agency
Appointment of Chief Financial Officer**

RESOLVED, that the Seneca County Industrial Development Agency hereby appoints as Chief Financial Officer for the year 2022:

Robert E. Kernan, Jr.

The above resolution was approved by the Seneca County Industrial Development Agency on January 6, 2022

	<i>Yea</i>	<i>Nay</i>	<i>Abstain</i>	<i>Absent</i>
Steven Brusso	[]	[]	[]	[]
Suzanne Cirencione	[]	[]	[]	[]
Thomas Kime	[]	[]	[]	[]
Bruce Murray	[]	[]	[]	[]
Tom Murray	[]	[]	[]	[]
Jeffery Shipley	[]	[]	[]	[]
Don Trout	[]	[]	[]	[]